LOGOTRON
FILER 1295

Logotron Filer 1295 is a database designed for the first time database user. The purpose of a database is to store information you would normally keep in a file folder on the computer. Each file in a folder will be a record on your database. Each piece of information in the record is a field. For example, a database of customers would have a record for each customer. Each record would contain multiple fields such as customer name, address, phone number etc. Once the fields are defined and the data is entered for each customer, you can search through the database for those records which have a certain field or fields in common (eg., a list of all customers whose phone number begins with 01-). Then you can send specific fields from those records to a printer or an ASCII file. Mailing labels would contain name and address fields and could be printed on tractor feed label paper.

With Logotron Filer 1295, not only can you keep information organised, but you can summarize and display it in many ways. Logotron Filer 1295 is easy to use and will give you the power you need to get collections of information together quickly.
NOTE: We strongly advise storing your data files on a separate disk.

LOADING ON THE COMMODORE 64® — Insert the disk in drive. Turn on computer, drive, monitor and printer (on **Commodore 128**, hold down Commodore key and turn on computer). Type **LOAD "*",8,1** and press [RETURN].
LOADING ON THE IBM® —
For a Floppy Disk System: Boot your system with your DOS disk. At the A> remove DOS disk and insert program disk in Drive A. Type FILE. Insert DOS disk (2.0 or higher) in Drive B. If using a single drive system, follow the screen prompts. At the A>, type **INSTALL FLOPPY** and press ENTER. This procedure copies DOS onto your program disk to make it self booting.
To Load Program Disk: Insert Program disk in Drive A and turn on the computer. Program will load automatically. If already at the A>, type in **File** and press ENTER.

For a Hard Disk System: Turn on computer. At C>, insert program disk in Drive A. Type **A:INSTALL HARD** and press ENTER. This copies files into subdirectory **/FILER.** (Be sure to set the path or pathname in SET-UP for STORAGE to drive C and the directory path to /FILER).
To Load Program : Turn on Computer. At C>, type **CD/FILER** and press ENTER. Type in either **Write, Plan** or **File** and press ENTER.

MAIN MENU OPTIONS

To choose a main menu option, press the RIGHT/LEFT CURSOR key to highlight it. Press the DOWN ARROW key to pop-up the submenu. You can also type the first letter of a command to select an option. STORAGE performs disk operations such as Directory, Erase files and Format disk. This also allows you to set up a New Database or open an existing database. UPDATE allows you to modify your existing database by editing existing records, adding new ones, removing records, searching for a record or importing and exporting records from an ASCII file. PRINT allows you to print all or a portion of your database. SET-UP allows you to custom configure your program to meet your equipment requirements and your preferences. QUIT removes you from the program.

MOVING THE CURSOR

Commands	Function
RETURN or CURSOR DOWN	To move forward to the next field.
CURSOR UP	To move back to the previous field.
RIGHT/LEFT CURSOR	To highlight menu options.
DOWN ARROW	To pop-up menu options.
RETURN	To select the highlighted option.
STOP (C64)	To cancel selections.
ESC (IBM)	To cancel selections.
F1	To accept the input on the screen.
F2	To access help information.
PgDn (IBM) or F3 (C64)	To go to the next record.
PgUp (IBM)	To go to the previous record.

CREATING A NEW DATABASE

This feature allows you to create a new database and define its fields. The data will later be entered using the 'Add a record' option within 'Update'. The user can define up to ten (10) fields. Each field is defined by a field name, field type, field size, and format. The field is a maximum of 25 characters on 40 column screens (60 on 80 column screens: IBM) and a maximum of 25 characters on 80 column screens (Commodore).
Insert DOS disk (2.0 or higher) into drive A. Turn on computer, monitor and printer. Enter current date and time and press. At A>, remove the DOS disk and insert your program disk in drive A. Enter **Filer.**
To create a new database, select STORAGE from the main menu. Choose NEW DATABASE from the pop-up window which appears under storage. When NEW DATABASE is selected you will first need to define your fields, then choose the database name and maximum number of records you wish to record. **Be sure you have a formatted data disk on hand before you choose this feature.**

DEFINE A FIELD — When you choose to create a database, the 'Database Definition' screen appears, containing four boxes: Field Name, Type, Size, and Format.
Field Name — The cursor will appear in the FIELD NAME box. Enter the field name (for instance, 'city'). Press [RETURN].
Type — The cursor will be moved to the TYPE box. This defines the type of field the database can expect. Enter the field Type you desire and press [RETURN]. The user can choose from four different types: Alphanumeric (A), Key field (K) (there can only be one key field), Numeric (N), and Date (D) (DD/MM/YY). The KEY FIELD is a unique field used to find a record in the database. Staying with the customer list example above, the customer name would be the key field.
Size — This is what you define to be the maximum length of your field. Valid entries for the Size box are any number between one (1) and twenty-five (25) for 40 column screens and 1 and 60 on 80 column screens. The sum of all the field sizes in your database cannot exceed 250 on the Commodore or 512 on the **IBM.** The size of the date field must be eight characters.
Format — For printing, all field formats default to left justified. If you wish your field to be left justified, simply press [RETURN]. If you wish your field to be other than left justified when printed, enter R(Right justify), C (Center justify), $ (Dollar format), or from zero through 4 decimal places. Once you choose the format, press [RETURN] and the cursor will be re-positioned at FIELD NAME, ready to define the next field in the database. Continue defining fields until you have finished designing your database. When all fields have been defined as you desire, press F1 to accept the screen.

If you have an **IBM** or compatible, you can choose selections either from a pop-up menu or by displaying the choices when defining the TYPE and the FORMAT fields. Press the spacebar to display the various choices and [RETURN] to accept one of the choices. To display the pop-up menu, type F3 in the TYPE or FORMAT boxes. Cursor down to the choice you desire and press [RETURN].

SET MAXIMUM RECORDS — If there are no errors in the database definition, the database screen is accepted and a new screen will appear. Type the name you wish to call the database and press [RETURN]. You will be positioned at the MAXIMUM RECORDS box. A number will appear in the MAXIMUM RECORDS box; this is the maximum number of records you can save on your disk with this database design. If you do not want to take up your entire remaining disk space with the database, reduce the number of records in the box on this screen. Make sure you define sufficient space, however, because this cannot be changed once the database is created. When you enter the MAXIMUM RECORDS press [RETURN]. Press F1 to accept this screen. The program will go through several steps to initialize your database. This can take up to ten (10) minutes.

UPDATING YOUR DATABASE

Once you have defined the fields and created your database, you will need to enter the information in each field for as many records as you wish. This is done with the 'add a record' option within 'update'.

ADD A RECORD — This is the data entry mode for entering records into the database. Enter the particular information into each field in the record. You are limited to the size and type you specified for each field when you created the database. Be sure to use unique contents in the key field so the correct record can be found when you perform a search. Once you have entered all the data press F1 to accept the screen. The record will then be written to disk. This may take several seconds, but retrieving the record will be fast. You will then be returned to the data entry mode to add more records. When you do not want to add any more records press [ESC] ([STOP] on the Commodore).
EDIT A RECORD — This is the edit mode for modifying data in already created records. When this option is selected you must specify which record you wish to edit by entering the key of that record. Once the record appears on the screen, move the cursor to the field you wish to modify and enter the new data. Press F1 to accept the screen. If you change the key field, the program will prompt you with the message "Remove old record? Y". If you wish to keep the old record as well as the new changes, type N and press [RETURN]. If you wish to replace the old record with the new data, just press [RETURN]. You will then be asked to select another record for editing. When you have finished editing type [ESC] or [STOP] (Commodore).

RECORD SELECTION — The following record selection screen will appear when choosing the options 'Find a record,' 'Remove a record,' 'Export a record' and 'Print'.

RECORD SELECTION
KEYNAME FROM_____
TO_____

FIELDNAME	OP	CRITERIA
FIELD1	—	_____
FIELDN		

If you wish to select the entire database, press F1 when this screen appears. If you want a certain range, enter the beginning key and the ending key of the records you wish to select. To further narrow down the records chosen, you can enter the criteria of which records contain fields that meet the conditions you set up. The operator can be =, <, >, <=, >= or <> (not equal). The criteria is what you want the field to be equal to or greater than, etc. In an exact match, you type in the information in the criteria box exactly as it appears in the records you want to select. This will produce the most specific results. In a partial match, you type search instructions that match part of the information in a field. Partial match instructions consist of characters or numbers and any combination of the wild character (asterisk) and the place holder (question mark). The equal (=) and not equal (<>) signs are the only valid operators for a partial match.

The asterisk (*) is a "wild character." It says to ignore everything from the location of the asterisk to the end of the field contents. For example, PA* would find all records which had a field beginning with PA. The question mark (?) is used as a place holder

to ignore characters in that slot. ???09 would choose all records which had a field with 09 in the fourth and fifth digits. Enter the operators and criteria for the fields you wish to select and press F1 to accept the screen.

FIND A RECORD — This finds the first record which meets the selection criteria you designate in the record selection screen. To find the next record which meets that criteria press the PgDn key (F3 on the **C64**). To go back, press the PgUp key (**IBM** only).
REMOVE A RECORD — This deletes all records which match the selection criteria you designate in the record selection screen. First the record selection screen will appear. Choose the keyname range and criteria which specify those records you wish to delete.
IMPORT A RECORD — This copies all records from an ASCII file to your database. When you are asked, enter the filename and press [RETURN]; the records will be added to the database.
EXPORT A RECORD — This copies all records which match the selection criteria you designate in the record selection screen to an ASCII file. When you are asked, enter the filename and press [RETURN]; the records you selected will be written to that file.

PRINTING

When PRINT is selected from the main menu a pop-up menu appears with the following choices:

To printer
To file (on **IBM** only)
To screen

Move your cursor to where you want to send the printout. Press [RETURN] to select your choice. 'To printer' outputs directly to your printer. 'To file' sends output to a standard ASCII file for use in a word processor like The Writer. 'To screen' allows the user to preview the report on the screen. The records in the report are selected based on your input on the record selection screen.
The next screen, 'REPORT DEFINITION', allows you to define the layout of the report.

REPORT DEFINITION

# of records across page_____ Print width_____
# of records down page_____ Print length_____

Field #	line	column	Fieldname (y/n)
Field1			
Field2			—
!			
Fieldn			

Enter the number of records you wish to print across and down the page, and the width and length of each record. Then enter the line and column numbers where you wish each field to begin. Line number equal to zero(0) specifies that field is not to be printed on the report. If you wish to have the fieldname printed beside the contents of that field, enter **y** under the fieldname column for that field, otherwise enter **n**. When you have filled in the report definition screen, press F1 to accept or [ESC] ([STOP] on **Commodore**) to abort.

If you have chosen to print, the screen you're printing will be done now, selecting the records you desired and printing in the report layout you have chosen.

If you choose to send the report to the printer or a file, the print control screen will appear. On the print control screen, you must enter the number of spaces you wish to indent the form from the left margin, whether you are using single sheets of paper or continuous feed paper in your printer, whether you wish automatic page feed or not and the page length (number of lines per page).

SET-UP

This option within storage allows you to custom configure your program to meet your equipment requirements and personal preferences. Pressing [RETURN] here reveals a pop-up menu with choices of printer set-up, set-up screen, set-up storage and save set-up.

PRINTER SET-UP — Use this screen to enter all the details the program needs in order to interface with your printer. You may need to refer to your printer manual.
Device/Slot — Choose: Device #4: **C64**, Printer Device LPT1: for **IBM**.
Command Address — For the **Commodore** ONLY: this is the secondary address.
ASCII — Type Y if your printer is ASCII or N if your printer is not ASCII.
Control Characters — Enter the control characters separated by commas to invoke the special formats you desire. See your printer manual for more information.
SET-UP SCREEN — Use spacebar on **IBM** ([RETURN] on **C64**) to change to screen colours.
SET-UP STORAGE — This sets up the program to use one or two drives.
Program files — This is the drive you place the original program disk.
Device slot — Choose: Device #8: **C64**. This does not apply to the **IBM**.
Drive — Choose: drive 0 for **C64**, drive A for **IBM**.
Data files — This is the drive where all your files will be stored. Enter the corresponding information as you did for the program drive above.
SAVE SET-UP — This option allows you to save your set-up on the disk.

EXIT

Leave the program and return to the operating system.

GENERAL STORAGE MENU OPTIONS

DIRECTORY — This will list filenames on the disk in a pop-up window. Press [RETURN] to display a directory of all files on the disk. Use the PAGE key to move through the directory. To select database to load, move the cursor to the filename you want and press [RETURN]. **NEW DATABASE** allows you to create a new database. **OPEN DATABASE** prompts you for the filename you wish to open. The database filenames will end with '.def'. **ERASE FILE** — Erase File prompts you for a name and removes that file from the disk. **FORMAT DISK** — 'Format' initializes disks for use by the program. When you are prompted for a disk name, insert a blank or reusable disk and press [RETURN].

INTERFACING THE PLANNER, WRITER AND FILER

There are a number of ways in which you will want to interface files from one of your 1295 packages to another. These operations are easily achieved through the menu commands offered by the software.

Mail Merge is offered by the Writer. Selecting Merge Mark enables you to import records of names and addresses from your Logotron Filer 1295 to form a letter. In the Filer, you need to create an exported file. For files to be properly set up for merging, there should only be one field per line and the end of the record must be delineated by a forward slash / on a line by itself.
Merge Mark is used to indicate the place where the data comes in. Each mark will bring in successive fields from the exported file. Insert disk with files on. The program will automatically request a file name. The files exported from the Filer will have the suffix .IED.

Importing files to Planner. The Set Up menu option Import Data allows you to enter data from a file for use in the Planner. Typically this will be from the Filer. When so requested by the program, simply enter the name of the file you wish to import.

Exporting Files from the Planner. Similarly, the Export Data option under the Set Up menu allows you to export a worksheet from the Planner, or a marked block of a worksheet. You will need to enter the name of the file you want the data to write to.

Importing records to the Filer. You will need to ensure that a database has been opened, then simply select Import Data from the Update menu. You will be asked to name the file from which you wish to import the data.

Exporting records from the Filer. When selecting this option from the Update menu, you will be asked to define the criteria according to which you want the records for export to be selected. When you are so asked by the program, enter the target filename, press RETURN, and the selected records will be written to that file.

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